The purpose of this data collection is to gather information required for Textbook Reimbursement by student.

Audience

Public schools, accredited Nonpublic schools, Freeway schools, and Charter schools should report data for students being educated in grades K-12.

Instructions

The student data from the previous year, have been advanced a year for use to provide a starting point for supporting documentation for the 2006-2007 school year (i.e. the grade level from has been adjusted 1 grade). When available, you can obtain this data file in the Application Center under Administration, Retrieve Student Data Menu. Select Textbook Reimbursement Data for the file type. The data must be modified to add new students, eliminate students no longer eligible for textbook reimbursement, and modified for students who were not promoted at the end of the 2005-2006 school year. Upon completion of all student information, transfer the file in the Application Center under the Data Transfer Menu. **Note: the Summary Claim Form for Textbook Reimbursement is also located in the Application Center under the Data Transfer Menu.** The summary claim form will be populated from the data submitted by student. **An entry into the claim form <u>cannot</u> be made until student data has been submitted**.

A **trial submission period** will be available **September 16, 2006** through **September 29, 2006**. This optional period will provide the opportunity to verify transmission and validity of the data file **prior** to the actual collection period. All data submitted during this optional period will be **deleted** at the end of the day on **September 29, 2006**. The file may be in any of the formats contained in this document and must contain all the fields in the order described. **In addition, the STN number must exist in the STN Lookup in the Application Center.**

The **required collection period** for Textbook Reimbursement begins **October 2, 2006,** and will last until **October 31, 2006** which is the <u>final collection date</u>**.**   During this time you are required to submit a file and review the processing results for errors. If there are errors or inaccuracies you may correct the data file and resubmit the file until the end of the day of the final collection date. Additionally, you are required to review the reports in the Message Center for accuracy. These reports are provided for you under Reports and should be printed and reviewed by the responsible person(s).

The **cleanup period** will begin **October 16** and will overlap the collection period. The cleanup period will end **October 31, 2006**. Data files can be transferred and any open issues are to be resolved prior November 1, 2006.

The **required signoff** period for Textbook Reimbursement begins **November 1, 2006** and will end **November 10, 2006**. The Division of Financial Management requires the **final corporation** <u>Textbook Reimbursement Report</u> be signed by the Superintendent and mailed to their division (see reference section for address). The signed report should not be altered in any way. The signed report must reflect the report totals in the Application Center. **Any corrections or additions to the DOE-TB data will require another <u>signed and returned</u> report**. Functionality in the Application Center will allow the student data to be downloaded, reports to be printed for documentation, and tracking the periods of the collection.

Textbook Reimbursement

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	**Student Test Number (STN)**	9	Official Student Test Number (STN) assigned to student **Required Field**: Yes	The stn number must exist in the STN Lookup
2	**Student Last Name**	20	**Allowable Characters Are:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space **Required Field:** YES	The name suffix should not be included in this field. Any occurrence of a name suffix in the last name (Jr, Sr, etc) will automatically be separated from the last name when the file is processed.
3	**Student First Name**	15	**Allowable Characters Are:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space **Required Field:** YES	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
4	**Living with Parent**	1	Student lives with Parent or Guardian **Allowable values are:** Y or N **Required Field**: Yes	
5	**Grade Level**	2	Data Type: Alpha-Numeric **Allowable values are:** KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult **Required Field**: Yes	Pre-Kindergarten (PK) are <u>NOT</u> reported forTextbook Reimbursement. <u>Grade 12+/Adult</u>: These may be students who received *Certificates of Achievement* or *Course Completion* and who have returned for further education and to possibly earn a regular or other diploma. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported on the DOE-TB. Eligible Grade 12+/Adult (13) that can be reported on the DOE-TB will be COUNTED in Grade 12. Schools should report Textbook reimbursement for students being educated in grades K-12.

6	**TANF or Food Stamp Case Number**	16	**Allowable values are:**
			0-9, A-Z
			Blank
			
			Required Field: Yes
				Example:
				    1010003333ADCR02 for TANF
				    101003333FS02 for Food Stamps
				
				Blank when Social Security supplied in field 7 or field 9=Y

7	**Social Security Number of Adult Household Member**	9	**Allowable values are:** 0-9 Blank **Required Field**: Yes	Parent or Guardians Social Security Number Blank when TANF or Food Stamp number supplied in field 6 or field 9=Y
8	**Free/Reduced Meals**	1	Does the student qualify for Free or reduced meals? **Allowable values are:** Y or N **Required Field**: Yes	
9	**No SSN**	1	The Parent or Guardian <u>does not</u> have a Social Security Number. **Allowable values are:** Y or N **Required Field**: Yes	Y = Yes, field 7 <u>does not</u> contain the SSN N = No, field 7 contains the SSN
10	**School Number**	4	State Assigned School ID **Required Field**: Yes Optional for Public schools Required for nonpublic schools	School building where the student is located.

References:
> STN Calendar
> Definitions and instructions (Supplied by the Division of Financial Management)
> Indiana School Laws and Rules
>
> Mailing Address for the **Report of Textbook Reimbursement for the 2006-2007 School Year**

Division of Financial Management
Room 229, State House
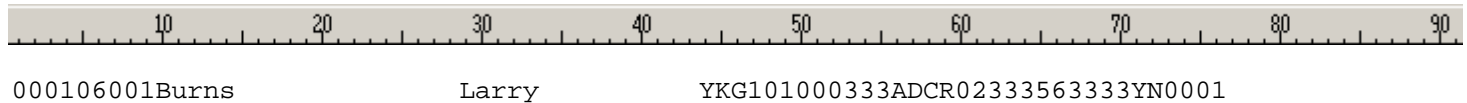Indianapolis, IN 46204-2798

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

000106001,Burns,Larry,Y,KG,1010003333ADCR02,333563333,Y,N,0001

Positional Format

```
          10        20        30        40        50        60        70        80        90
```

```
000106001Burns          Larry          YKG101000333ADCR02333563333YN0001
```

XML Format

Format excluding the school number

Note : The corporation number <Corporation Id > is an additional field on all XML Files and is required.
```
<XIF_TBData>
        <Corporation Id="">
                <Student STN="">
                        <StudentInfo Last="" First"" Grade="" LiveParents="" />
                        <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
                </Student>
        </Corporation>
</XIF_TBData>
```

Format including the school number

```
<XIF_TBData>
        <Corporation Id="">
                <School Id="">
                        <Student STN="">
                                <StudentInfo Last="" First"" Grade="" LiveParents="" />
                                <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
                        </Student>
                <School Id="">
        </Corporation>
</XIF_TBData>
```

CHANGE HISTORY

The following section contains a history of changes made to the DOE-TB Data layout from the prior version.

Version	Change History
08.16.06	Layout changed to include optional school number. Formats changed to include school number.
05.30.06	Dates changed for 06-07 collection year. Instructions for submitting student data to populate part I.
09.27.05	XML changed.
08.11.05	Audience section includes Freeway schools.
07.21.05	This is the Original Collection Document for the STN Application Center.
	The requested information was provided on diskettes supplied by the Division of School Finance.